

REQUEST FOR APPROVAL OF RECORDS RETENTION SCHEDULE

STD. 72 (REV. 3-84)

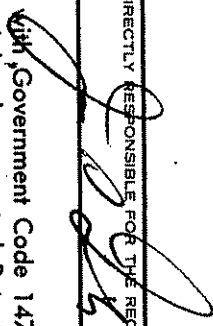
Submit three copies with three copies of
the Records Retention Schedule, STD. 73.

DEPARTMENT, BOARD OR COMMISSION General Services		BILLING CODE 30100
DIVISION, BUREAU OR OTHER UNIT Procurement		
ADDRESS 1823 14th St., Sacramento		
SCHEDULE NUMBER 4	PAGE NUMBER(S) 1 - 2	SCHEDULE DATE Feb. 2 1988
IF THIS IS A REVISION OF AN EXISTING SCHEDULE (including addition or deletion of pages), enter the following information from the EXISTING schedule:		
SCHEDULE NUMBER 1A	PAGE NUMBER(S) 1 - 2	SCHEDULE DATE 3/5/82
APPROVAL NUMBER 80 - 34	APPROVAL DATE 9/14/82	

TO: (1) DEPARTMENT OF GENERAL SERVICES
OFFICE OF RECORDS MANAGEMENT
(2) CHIEF, STATE ARCHIVES
1020 O Street, Room 130
Sacramento, CA 95814
445-4293 or ATSS 485-4293


PART I—AGENCY STATEMENTS

As the person directly responsible for maintenance of the records listed on the attached schedule, I certify that I have reviewed the need for the records and that each retention period is necessary and correct as scheduled.

SIGNATURE—PERSON DIRECTLY RESPONSIBLE FOR THE RECORDS 	TITLE Deputy Director	DATE 2/3/88
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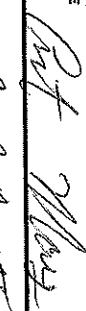
In accordance with Government Code 14755, approval of the attached Records Retention Schedule by the Department of General Services is hereby requested. Retention periods have been established by this agency after a careful evaluation of all the factors listed in Section 1667 of the State Administration Manual.

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the retention and disposal of records. (Per Section 1611 of the State Administrative Manual.)

SIGNATURE—RECORDS MANAGEMENT COORDINATOR 		
TITLE Office Manager	DATE February 2, 1988	TELEPHONE 445-4866

PART II—DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)

The Department of General Services has no jurisdiction over entries made in Column 14 of STD. Form 73. Our approval covers Columns 1-13 and 15 only.


SIGNATURE 	APPROVAL NUMBER 88-92
TITLE R. M. A. II	DATE 2/16/88

PART III—ARCHIVAL SELECTION (Per Government Code Section 14755)

THE ATTACHED RECORDS RETENTION SCHEDULE:

☒ Contains no material subject to further review by the California State Archives.

☐ Contains material subject to archival review. Items stamped "Hold/Notify Archives" may not be destroyed without clearance by the Secretary of State. (State Administrative Manual Section 1614)

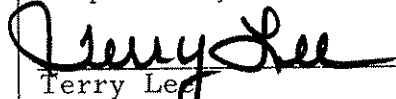
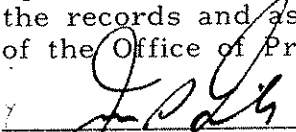
SIGNATURE—CHIEF OF ARCHIVES 	DATE MAR 1 1988
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RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-85)

See instructions on reverse
and in SAM 1600

DEPARTMENT (1) General Services		SCHEDULE NUMBER (2) 4	DATE (3) Feb. 2, 1988
ORGANIZATIONAL UNIT Office of Procurement/Local Agency Unit		PAGE 1	OF 2 PAGES (4)
ADDRESS (number, street, city) 1823 - 14th Street, Sacramento		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)	

ITEM NUMBER (6)	CUBIC FEET (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple-space between items) (9)	Media (10)	Vital (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
			Established in 1961 as a result of legislation sponsored by counties and cities through the County Supervisor's Association and the League of California Cities (California Public Contract Code Section 10324). Cooperative Purchasing is a program whereby the State Office of Procurement may act as the buying agent for political subdivisions of the State, if so requested.								<p>Prepared By:</p> <p> Terry Lee Unit Secretary</p> <p>I have reviewed this schedule and agree that it accurately describes the records and associated policies of the Office of Procurement.</p> <p> John S. Babich Deputy Director</p>
1.	2		School Bus and Special Bid Files: Awarded and Non-Awarded Bids, Working Papers (Back-Up for Purchase Orders)	P		2		Perm	Perm		Retention Criterion: Decision by Order of Attorney General. Destruction Criterion: Non-Confidential Recycle
2.	2		Attendance Forms, Travel Claims, Miscellaneous Personnel Records (Working Copies).	P		3			3	XI	Retention Criterion: Decision by Order of Principal Buyer. Destruction Criterion: Confidential. Exempt from Disclosure: Government Code Section 6254(C). Access to Data Subject I.P.A. 1798.5. (Personnel Records Only)

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-85)

See instructions on reverse
and in SAM 1600

DEPARTMENT (1) General Services		SCHEDULE NUMBER (2) 4	DATE (3) Feb. 7, 1988
ORGANIZATIONAL UNIT Office of Procurement / Local Agency Unit		PAGE 2	OF 2 PAGES (4)
ADDRESS (number, street, city) 1823 - 14th Street, Sacramento		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)	

ITEM NUMBER (6)	CUBIC FEET (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple-space between items) (9)	Media (10)	Vital (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
3.	1		Blanket Resolutions: Certified Copies of Resolutions (Legal Documents Authorizing Submission of Requests for Purchase by Officials Signing on Behalf of Local Agency).	P		Current			Current		Retention Criterion: Current Until Superseded, per California Administrative Code, Article 2, Sections 1895.1 and 1895.2. Destruction Criterion: Recycle.
4.	5		Purchase Order Commodity Files (Original Purchase Orders)	P		3		Perm	Perm		Retention Criterion: Decision by Order of Attorney General. Destruction Criterion: Non-Confidential Recycle.
5.	1		Revenue Reports: Monthly Reports Delineating All Local Agency Purchasing Activities and Related Information.	P		3		Perm	Perm		Retention Criterion: Decision by Order of Deputy Director. Destruction Criterion: Non-Confidential Recycle.
6.	1		Mailing Lists: Including Local Agency Lists and Others Purchased from Outside the Department.	P		Current			Current		Retention Criterion: Current Until Superseded by New Lists, per Decision by Principal Buyer. Destruction Criterion: Waste Basket (Labels).
7.	15		Vehicle Contract Bid Files: Awarded and Non-Awarded Bids, Working Papers (Back-Up for Purchase Orders).	P		2		Perm	Perm		Retention Criterion: Decision by Order of Attorney General. Destruction Criterion: Non-Confidential Recycle.